

**DAC Checklist**  
**Assessment and Accountability**  
**Nebraska Department of Education**  
**District Assessment Coordinator Assessment Step-by-Step**  
**for NeSA-Grades 3-8**  
**and**  
**NeSA-Alternate Assessment Grades 3-8 and 11**

**2016-2017 NeSA Test Window**  
**March 20<sup>th</sup>-May 6<sup>th</sup>, 2017**  
**Six-week window, plus a one-week makeup window**

Done	Month	Action
<input type="checkbox"/>	July	Districts can access RMS test results in eDIRECT. Review for correctness, notify NDE of any corrections/questions
<input type="checkbox"/>		C4L opens – arrange for student information to be uploaded and use to test viability of your access to testing system
<input type="checkbox"/>	September	ISR's are delivered to your district - make a plan to distribute one copy to parents, one for school records after the public release of NeSA results
<input type="checkbox"/>		NeSA Practice and Tools for testing available– arrange computer access for classes and make a plan
<input type="checkbox"/>		Contact your SPED & ELL teachers – determine anticipated number of paper tests needed – alternate (SPED), Spanish (ELL), or regular paper tests (SPED IEP-504)
<input type="checkbox"/>		Make a plan for scheduling NeSA testing – by building, for district. Include computer availability considerations
<input type="checkbox"/>	October	Order quantity of paper tests online – Enrollments (remember out-of-district placement students)
<input type="checkbox"/>	November	Assure that DAC and principal security agreements have been submitted through EchoSign
<input type="checkbox"/>		Review/update your student list in NSSRS so that upload for NeSA practice tests and Check for Learning is up-to-date. Make sure all alternate students are correctly flagged on the SPED student template. Upload to occur October 31, 2016
<input type="checkbox"/>	January	Review/update student list in NSSRS once again so that student upload for ELA/M/S is correct. Make sure all alternate students are correctly flagged in the SPED student template for an alternate test. Upload to occur by January 18
<input type="checkbox"/>	February	Make a plan for computer lab/access for NeSA-Reading, Math, Science testing and schedule
<input type="checkbox"/>		Receive paper materials from DRC – check and distribute as appropriate for security of materials
<input type="checkbox"/>		First week eDIRECT is open, arrange for any audio and/or Spanish tests – check alternates

<input type="checkbox"/>		Check your test session student list again; make sure every student is included in the test sessions including those who have enrolled since January 18. If students have left district, code them No Longer Enrolled (NLE).
<input type="checkbox"/>		If you have students in out-of-school placements, make arrangements with the facility for their testing.
<input type="checkbox"/>		Train test administrators – make a plan for absences – check scheduling of testing
<input type="checkbox"/>	March	BEGIN TESTING as early in the window as possible. The last week is for make-up tests.
<input type="checkbox"/>		Monitor NeSA testing
<input type="checkbox"/>	April	Before testing ends, check the eDIRECT reports to verify all students have been tested and enter not tested codes.
<input type="checkbox"/>	May	Box any paper/pencil and secure materials and return to DRC
<input type="checkbox"/>		School year ends – relax a little – it's on the list – do it!
<input type="checkbox"/>	July	School districts receive access to their ELA/M/S scores in eDIRECT– check for discrepancies and report any to NDE
		District-choice redirect of Individual Student Reports
<input type="checkbox"/>	August	Repeat

If, at any time, you think something should be changed or added to this list in the future, please email suggestions.

Questions? Contact us anytime!

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